



Classification Title: Assistant Superintendent/Vice President, Finance and Administrative Services

Department: Finance and Administrative Services

EEO: Code: 1

Staff Category: Executive Administration (Classified Administrator)

Salary Range: 79

Supervision Received From: Superintendent/President

Original Date: 1/2011

Supervision Given: Assigned administrative, supervisory, confidential, classified, hourly, and volunteer employees in Finance and Administrative Services

Last Revision: 7/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Serve as the District's Chief Business Officer; plan, develop, organize, coordinate, administer, review and evaluate comprehensive District-wide fiscal, facilities and technology services, including budget preparation and administration, financial management, accounting, payroll, benefits, auditing, risk services, facilities planning, construction, investments, capital financing, health and safety programs, parking services, security, purchasing and warehouse, contracting, auxiliary services, mail and reprographics, maintenance and operations, grounds, transportation, facilities rentals, information technology systems, networking, hardware, software, media services, and economic development programs.

DISTINGUISHING CHARACTERISTICS.

The Assistant Superintendent/Vice President, Finance and Administrative Services is a single incumbent classification that is included in the District's executive administration. The classification is distinguished from other Assistant Superintendent/Vice President classes in its authority and leadership of the Finance and Administrative Services division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential responsibilities and duties may include, but are not limited to, the following:

1. Plan, organize, direct, and control the activities, services, and operations of the District's Finance and Administrative Services division; allocate resources and personnel within the division to assure the effective and efficient provision of the division's services; direct and supervise the activities of personnel and activities within the division, which includes Business Support Services, Contracts, Facilities, Fiscal Services, Information Services, the Palomar College Police Department, Purchasing Services, Risk Management, the Warehouse and the District's auxiliary services (bookstore and food services).
2. Serve as the Chief Business Officer of the District and a chief advisor and resource to the Superintendent/President regarding strategic matters related to district-wide budget development, financial management, property management, fiscal services, facilities planning/management, risk management and safety, purchasing, contracts, technology systems and services, and other related matters.
3. Prepare the District's annual budget; integrate and provide overall leadership in budget and related strategic planning activities; oversee the development of the District-wide Technology Plan and Facilities Master Plan and their implementation; recommend appropriate modifications to District business plans; ensure that business related complaints are investigated and resolved in a timely and effective manner; compile and analyze data relevant to assigned areas of responsibility and prepare and distribute reports as required.

4. Analyze, interpret and monitor the financial condition of the District's operations and recommend changes and strategies to ensure the financial stability and good financial health of the District.
5. Oversee the development of all Governing Board policies and administrative procedures relevant to Finance and Administrative Services; develop and recommend new, revised or modified District policies and procedures related to business services for approval by the Governing Board; review and evaluate policies and administrative procedures and recommend changes as needed to manage financial and business programs, services, timelines and activities effectively; implement District administrative and operations policies and procedures and participate in the formulation of objectives, plans, and strategies.
6. Link expenditures of funds and division activities to District-wide goals and objectives; provide leadership and administrative oversight of all aspects of District-wide fiscal and business operations, including budget preparation and administration, financial management, accounting, payroll, benefits, internal audit, risk management, purchasing, warehousing, facilities planning, internal controls, investments, health and safety programs, maintenance and operations, grounds, transportation, facilities rentals, information technology systems, networking, hardware, software, media services, economic development programs, and capital financing; ensure timely and responsible purchase of all equipment, supplies and properties for the District after receiving proper authorization.
7. Plan, organize, coordinate, administer and evaluate the District's business, facilities, technology, and economic development programs and services in compliance with state and federal laws, collective bargaining agreements and established goals and objectives of the District; develop guidelines and processes to facilitate the timely completion and distribution of financial and other business-related records and reports.
8. Advise administration and the Governing Board on labor and employee relations costs during negotiations; interpret financial provisions of negotiated contracts and ensure that employment-related actions are in conformance with negotiated agreements and applicable laws and regulations.
9. Ensure the development and promotion of accurate fiscal practices necessary to maintain positive employer-employee relations and a high level of employee morale related to implementing negotiated agreements.
10. Develop and administer the division budget; prepare recommendations and justifications related to proposed expenditures; review and approve expenditures; ensure the maintenance of appropriate records and documentation according to established purchasing policies and procedures.
11. Attend all Governing Board meetings to represent the division; present information and respond to questions as designated by the Superintendent/President; attend, participate, and chair committees, task forces and work groups relevant to Finance and Administrative Services or as otherwise assigned by the Superintendent/President; represent the District on local and state committees, organizations, commissions as appropriate; serve as primary liaison to the California Community Colleges Chancellor's Office for District-wide budget, facilities, finance, and other related matters.
12. Communicate with other Finance and Administrative Services personnel, District personnel, representatives of state and federal agencies, external educational institutions, organizations, and others to coordinate programs and activities.
13. Actively participate in and support District-wide participatory governance processes and activities and other collaborative processes.
14. Direct the preparation and maintenance of financial and business records, files and data as required by state and federal laws and District policies and procedures; ensure the development and implementation of appropriate records storage and retention schedules; and make financial reports to the Superintendent/President and Governing Board as necessary.
15. Encourage professional excellence among division personnel and promote an organizational culture of customer service, innovation, and quality services; train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; establish and monitor timelines and prioritize work; establish clear expectations for effective performance of assigned functions; evaluate work products and results; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the division; ensure continuous improvement of the division through organizational change management, new technology solutions, assessment of best practices and feedback from internal and external customers to increase productivity and effectiveness.

16. Review, analyze and evaluate pending legislation, legal mandates, regulations and guidelines which may affect the District's Finance and Administrative Services programs, functions, and activities; anticipate and identify legal issues and counsel administration in the development of strategies for resolution; confer with legal counsel as appropriate; maintain current knowledge of laws, trends, policies, procedures and practices used in similar functional areas in a public community college district; develop legislative materials related to budget, finance, facilities planning and other related areas; analyze impact on the District; recommend legislative strategies and strategies for reporting, decision-making and presentation purposes as appropriate; review and recommend legislation which could benefit the District and its population/clientele; and maintain communications with appropriate government agencies, state and national organizations.
17. Oversee technology services assigned to the Information Services department, including networking, applications development and support, media services and support, cybersecurity, and desktop maintenance and support; plan and develop technology refresh cycles, applications/systems implementations, and networking upgrades.
18. Serve as the incident commander and oversee all emergency response incidents; oversee training and exercises related to emergency responses; review and update the District's emergency response plan as needed.
19. Oversee and provide guidance for all District economic development programs and activities.
20. Oversee the internal audit operations and personnel; promote fraud prevention training for District personnel; investigate tips, complaints, and concerns brought forward and develop recommendations as deemed necessary; develop training for the Governing Board and applicable employees on Form 700 completion and compliance.
21. Develop cash flow analysis related to the District's general obligation bonds; issue general obligation bonds as needed to support the District's construction plans; serve as the main point of contact with legal counsel, financial advisors, underwriters, and rating agencies; ensure compliance with continuing disclosure requirements and bond covenants; oversee the Independent Citizen's Oversight Committee and ensure its compliance with legal requirements.
22. Oversee the retiree benefits irrevocable trust fund; ensure actuarial studies are completed as required and develop a plan for funding the liability.
23. Oversee District auxiliary services, including the bookstore, food services, and vending operations.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of full-time finance and business administration experience, including a minimum of one year of full-time mid-management or executive-level finance and business administration experience in an educational or public setting.

Education/Training:

A master's degree in accounting, finance, business administration or a related field from an accredited college or university is required.

License and/or Certificate:

Possession of a valid California Driver's License by time of appointment.

Preferred Qualifications:

1. Experience in a community college district and/or public sector finance.
2. Experience in managing a budget of \$100 million or more.
3. Experience using integrated business systems.
4. Experience in managing capital construction budgets.
5. Experience in issuing general obligation bonds.
6. Legal acumen.

Knowledge of:

1. Budget preparation, management, and control.
2. Financial management.
3. Business, facilities, and contracts law.
4. Information systems functions and operations.
5. Computer systems and software applications related to community colleges.
6. Community college organization, operations, policies and objectives.
7. Policies, operational procedures and guidelines applicable to the administration of a comprehensive public sector finance and administrative services program.
8. Employee services such as payroll, benefits, risk management, safety programs, and insurances.
9. Local and state economic conditions.
10. Interpersonal skills including tact, patience and diplomacy.
11. Public sector collective bargaining processes.
12. Principles and practices of financial management and debt issuance in the public sector.
13. Principles and practices of community college administration at the executive level.
14. Principles and practices of training, supervision and performance management, including discipline.
15. Principles of contract administration.
16. Principles, trends, methods, strategies and procedures pertaining to business, facilities, technology, and economic development services and programs.
17. Local, State and federal laws, codes and regulations related to business administration of a public education agency, including the California Education Code, the California Code of Regulations, and the California Government Code.

Skill in:

1. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
2. Developing and administering a large institution's budget.
3. Developing and administering policies and procedures for finance and administrative services programs.
4. Developing and administering facilities and technology master plans and institutional emergency planning and management.
5. Encouraging professional excellence among the staff and promoting an organizational culture of customer service, innovation, and quality services.
6. Establishing and maintaining cooperative and effective working relationships with those contacted in the course of work.
7. Exercising initiative and working independently with minimum administrative direction.
8. Interpreting, applying and explaining complex District policies, legal requirements and negotiated agreements.
9. Making effective public presentations.
10. Operating computer and applications software, including database management, spreadsheet, word processing and software related to finance and administrative services programs.
11. Operating modern office equipment relevant to the assignment.
12. Planning and organizing work and meeting deadlines.
13. Planning, developing, organizing, coordinating, administering, monitoring, controlling and evaluating a wide variety of functions, services, operations, programs and activities relevant to finance and administrative services programs.
14. Planning, organizing, directing, administering, reviewing and evaluating and formulating program policy recommendations to implement various strategic plans and other goals and objectives in accordance with local, state, and federal laws.
15. Preparing and administering budgets for assigned program areas.
16. Preparing and presenting reports and recommendations.
17. Researching and analyzing complex issues and make recommendations.
18. Understanding student enrollment trends and demographic statistics of the community, as well as trends in academic, vocational, adult and continuous education, and the financial implications for a community college.

19. Understanding and effectively and collaboratively working in a complex college environment, as well as within a system of community college districts.
20. Communicating clearly and effectively, in both oral and written English.
21. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff, students, and the public and the District's Governing Board, including occasional contact with difficult and/or hostile individuals.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires frequent travel to District and other locations.